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MARAC TO MEET IN ROCHESTER

The Spring 1984 MARAC Conference will be held from Thursday, April 26th through Saturday, April 28th, in Rochester, New York. The Local Arrangements Committee is pleased to announce that it has been able to secure the Rochester Plaza, a new hotel on the west bank of the Genesee River, as the conference headquarters. Opened this past summer, the hotel is located on State Street one block north of Main Street, and is convenient to all the city's attractions.

As the date of the conference approaches, the Local Arrangements Committee is continuing to plan activities for MARAC attendees which concentrate on Rochester and the ways which it is preserving and celebrating its heritage. Tours of twelve local archival repositories are scheduled for Friday afternoon, and will encompass university, college, religious, museum and local history collections. Walking tours, both guided and self-guided, will be held on Saturday afternoon. Rochester is a city which is noted for its strong neighborhood associations and neighborhood preservation movements; the tours will highlight several historic districts, including the old Third Ward and the East Avenue areas, as well as the commercial, public and residential architecture of the central business district. Also featured will be a tour of one of the city's landmarks, Mt. Hope Cemetery, the first municipally owned rural landscaped cemetery in this country.

In addition, a number of events and activities focused on the Rochester Sesquicentennial are scheduled and are open to MARAC attendees. The official Sesqui "kick-off" ceremonies will be held at the Eastman Theatre in downtown Rochester on Saturday afternoon, to be followed by a gala Sesquicentennial Ball that evening. At the Rochester War Memorial, an exhibition hall two blocks from the conference hotel, there will be over 300 exhibits prepared by local businesses, industries, neighborhood associations, historical societies, and City of Rochester governmental departments. Several of the Rochester museums will be mounting Sesqui exhibitions, and "Treasures from the Municipal Archives," a show from the City of Rochester collection, will be up in City Hall especially for the MARAC conference and the city's birthday.

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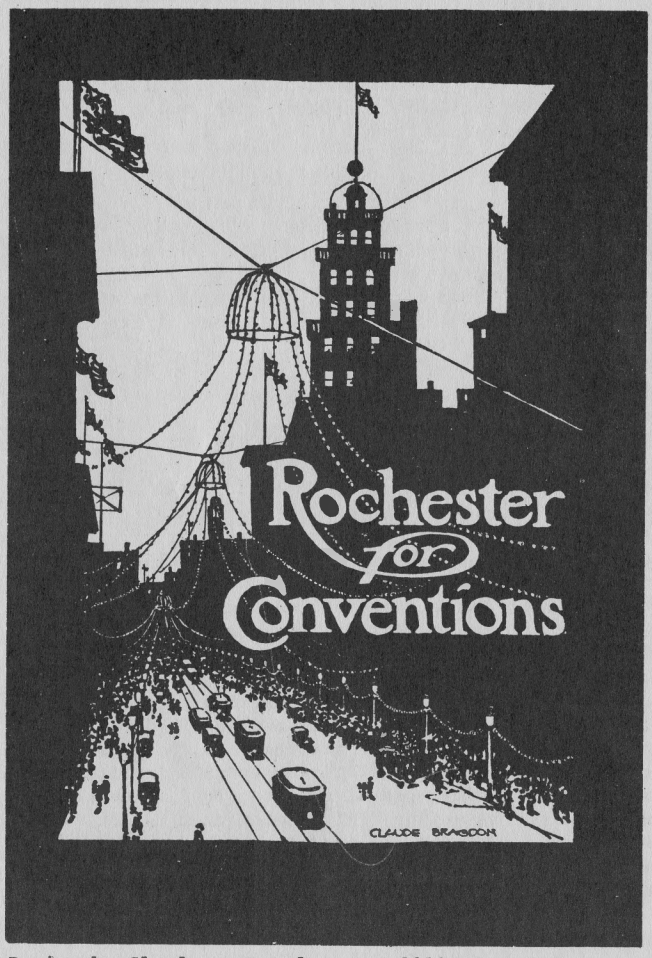

Design by Claude F. Bragdon, ca. 1913, for the Rochester Tourist and Convention Bureau. University of Rochester, Department of Rare Books and Special Collections, Bragdon Family Papers.

LETTERS

20 October 1983

Dear Editor:

Recently we received a copy of an August 17 letter to Denis Sennett, Chair of MARAC's New York State Caucus, recommending formation of a coalition for New York's Documentary Heritage.

While either of us would be interested in serving the goals of such a coalition, we perceive additional considerations to be weighed by the coalition, whether we serve or not.

In response to MARAC's position paper, we see also a fundamental need to justify the very existence and use of archives to their respective parent institutions. Archivists talking to other archivists, or to genealogists, historical researchers, archaeologists, or librarians, are not reaching a significant proportion of the population. To campaign for archival records primarily on the basis of their value to the allied history professions is to doom the effort. History is an apple pie issue but not one likely to create broad interest among institutional sponsors. Archives exist to serve the parent body, and other uses, while salutory, are still secondary.

Since a true archives grows organically, from the active records of the institution it serves, it is incumbent upon the archivist to remain conversant with the activities and responsibilities of the institution's components. Only thus can the archives remain organic, with the archivist attuned to the production of different records, and to the reference needs of its users.

Emphasis for modern archivists must be on service, and to generate public support they must demonstrate cost-efficient utility to the public. In Albany, we can now point, as can Schenectady, Waterford, or any other American city, to the use of the public record in the day-to-day documentation and repair of the deteriorating urban infrastructure and can gear emphasis to that end. A public archives may be seen as the home of vital records, providing security for the personal or property concerns of the citizen, for the documentation of marriage, birth, death, pension, mortgage and deed. That those records and others are important to historians or genealogists is germane only incidentally. That the historical community is an articulate and often vocal one cannot be overlooked in the search for allies. At the same time, it is too small a group, too far out of the mainstream generating most records, to be a sufficient ally in itself. It is the sponsor institutions which must be convinced of the practical value of their archives for answering their administrative activities. At the same time the public must be shown that by serving institutional needs, all of their needs are also served.

We agree that serious consideration must be given to the issues raised in MARAC's paper, and particularly New York State, in gaining popular support for archival endeavors, especially if those archival endeavors are not excised from the general aims of information and records management.

Very truly yours,

Robert W. Arnold III
Executive Director,
Albany County Hall of Records

Neil D. Hanson
Albany County Archivist

20 October 1983

To: Regional Arhival Organizations
From: Page Putnam Miller, Director
National Coordinating Committee for the Promotion of History

On October 14 the archival and historical community in Washington learned of high-level personnel changes at the National Archives and Records Service. These personnel decisions were made by Gerald Carmen, the General Services Administrator, with no opportunity for input by the Archivist of the United States, Robert Warner.

At Carmen's direction, Robert Cohen, who was previously a political appointee to the position of Director of Communication at the General Services Administration, has moved into an office at the National Archives and is slated to become the Deputy Assistant Archivist for Public Programs and Exhibits. Carmen has removed David Peterson from the post of Associate Archivist for Management and assigned him to a position at the Federal Records Centers. And I understand that Carmen has selected Bob Jones, who has been Head of Public Buildings Service in Seattle, to take Peterson's place as Associate Archivst for Management. The latest word is that Jill Merrill of the External Affairs Division of NARS is being detailed to GSA.

Carmen has systematically and vindictively excluded Robert Warner from participation in the selection of key staff members of the National Archives. With little or no control over his top personnel, Robert Warner is in an extremely difficult position. No one can be expected to effectively manage an agency in which he is surrounded by people who are not of his own choosing. This situation illustrates the pressing need for NARS independence from GSA. Will you please use your regional meetings and any other means at your disposal to alert your members of the serious need for securing cosponsors in the House of Representatives for HR 3987, a bill to separate NARS from GSA?

Also could you contact Rep. Jack Brooks, U.S. House of Representatives, Washington, DC 20515, and Senator William Roth, U.S. Senate, Washington, DC 20510, who are

the heads of the committees with oversight responsibility for NARS, about the recent personnel appointments in which the Archivist had no part?

I might add that the NCC operates on a bare-bones budget and your support, both financially and as part of the advocacy network, would be welcome.

9 November 1983

Mr. Gerald Carmen
General Services Adminstrator
GSA Building
18th and F Streets, NW
Washington, DC 20405

Dear Mr. Carmen:

The Mid-Atlantic Regional Archives Conference (MARAC), representing 600 archivists from the states of Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia and the District of Columbia, is very much concerned over recent deveolopments relating to the administration of the National Archives and Records Service (NARS). We understand that in the absence of Dr. Robert M. Warner, the Archivist of the United States, and with a disregard for the views of Warner, that you have as the General Services Administrator made important personnel changes involving key staff positions at the National Archives. As a consequence of these orders, Robert Cohen, a political appointee previously holding the position of Director of Communications at GSA, is now located at the National Archives and is apparently slated to become the Deputy Assistant Archivist for Public Programs and Exhibits. It is also our understanding that Bob Jones, who has functioned as Head of Public Buildings Service in Seattle, Washington, has been selected by you to replace David Peterson as Associate Archivist for Management.

Dr. Warner, in being denied any voice in the selection of these individuals, has been obviously placed at a serious disadvantage. We wonder how he can serve efficiently and effectively when he has no say in the selection, and perhaps none in the actions, of his deputies? To say the least, the plan of administration that you have set in motion places the professionalism of NARS into question.

It would seem to us that your recent actions serve as additional strong arguments supporting the need, long overdue, to reestablish NARS as an independent agency, free of all subservience to GSA. We trust that Congress will see fit to act on the independent status of NARS at the earliest possible date. In the interval, however, we hope that we can count on you not to make any additional changes without Dr. Warner's input and not to act before the people, through their constituted representatives in Washington, D.C., have had an opportunity to decide the question of S.905. We trust that this is not too much to ask.

Your courteous attention to this letter of the seventeen member Steering Committee is appreciated.

Sincerely,

Roland M. Baumann
Member at Large

30 November 1983

Dear Roland:

I read with great interest your letter of November 9, 1983, reflecting your perspective of current issues between the General Services Administration and the National Archives, and have asked the Archivist to respond to the issues presented.

Sincerely,

(signed) Jerry

10 November 1983

The Honorable Charles McC. Mathias, Jr.
United States Senate
Washington, DC 20510

Dear Senator Mathias:

The Mid-Atlantic Regional Archives Conference (MARAC), representing 600 archivists from the states of Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia and the District of Columbia, held its fall meeting at Harpers Ferry, West Virginia on November 4-5, 1983. During the steering committee and business meetings much attention was given to the recent developments relating to the administration of the National Archives and Records Service (NARS). On behalf of the membership, I was authorized to write a letter to Mr. Gerald Carmen, General Services Administrator, for the purpose of expressing MARAC's concern over the way in which personnel changes involving key staff positions at the National Archvies have been made. Dr. Robert M. Warner, Archivist of the United States, apparently has had no say in the selection of his deputies. As you well know, as the Senate Chairman of the Subcommittee on Civil Service and General Services, the plan of administration set in motion by the GSA administrator places the professionalism and functional responsibilities of NARS in question.

In MARAC's view, Mr. Carmen's actions are added arguments supporting the need to reestablish NARS as an independent agency free of all subservience to GSA. We understand that the United States Senate plans very soon to act on S. 905, and professional archivists are sanguine over prospects of attaining independent status for NARS. We know further that we can count on you to do whatever is appropriate to insure that forward-looking management, under the professional leadership of the Archivist of the United States, will prevail at the National Archives and Records Service.

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Your continued support of a strong National Archives and Records Service is certainly appreciated and applauded by the members of MARAC. And, because you reside and hold office in Maryland, our membership resolved during its business meeting that I be authorized to offer you the special thanks of the archivists of the Mid-Atlantic Region.

Sincerely,

Roland M. Baumann
Member at Large

7 December 1983

Dear Mr. Baumann:

Thank you for getting in touch with me about the National Archives and Records Service. The Archives is one of our great national treasures, housing the records of the United States government from the Declaration of Independence to the Watergate tapes. I am deeply committed to the protection, preservation and efficient operation of the Archives.

I am an original cosponsor of S. 905, a bill to reestablish the National Archives and Records Service as an independent agency. S. 905 has been referred to the Senate Committee on Government affairs of which I am a member. You may be sure of my active support for Senate passage of this bill.

Recently, Senator Eagleton, Representative English and I wrote to GSA Administrator Carmen to express our concern about the Archives in light of personnel changes he has proposed there. We also asked that he take immediate action to correct fire safety problems identified by the District of Columbia Fire Department during a recent inspection of the main Archives building.

I appreciate your taking the time to share your thoughts with me on this important matter.

With best wishes,

Sincerely,

Charles McC. Mathias, Jr.

[Editor's note: The following unsolicited review is included in our "letters" column. Responses are welcome.]

Berner, Richard C. *Archival Theory and Practice in the United States: A Historical Analysis*. Seattle: University of Washington Press, 1983. xv, 219 p. $35.00.

Richard C. Berner seeks to provide a historical analysis of archival theory and practice, but limits his analysis to arrangement and description. He identifies two traditions of arrangement and description. The historical manuscripts tradition, rooted in librarianship, was practiced from the eighteenth century until 1960. Because manuscripts were not systematically collected, only fragments survived, and they were individually cataloged like books. After 1960 collections tended to be larger, and manuscript curators no longer cataloged each item. The public archives tradition borrowed extensively from European archival theory. The order maintained by the record creators was respected and retained. When the National Archives was founded in 1934, archivists establshed the concept of record groups; each department or division within the federal government was assigned a record group number, and files were hierarchically arranged within these groups. Description was limited to large units of records, and item-by-item analysis was never attempted. Berner bemoans the fact that these two traditions existed separately until the 1960s. Only recently, have manuscript curators borrowed from the public archives tradition the concept of arrangement of records into hierarchical groups.

Berner makes of number of unfounded generalizations about manuscript repositories and curators. He is especially critical of those who perpetuate a "bifurcated system" of finding aids, where card indexes, inventories, and registers co-exist with no single access point to all the collections in a repository. In a chapter on automated archival systems, Berner takes to task all those who have hastily experimented with various indexing and retrieval methods. While some of his criticisms are justified, Berner seems to forget that archival automation is in its infancy. Without experimentation, perfection will never be reached. Berner is very critical of the automated system used by the Manuscript Division of the Library of Congress, contending that its Master Record Index of Manuscript Collections and Dictionary Catalog of Collections is a "bifurcated system". Yet, the index does provide access to the Division's collections, which are described in the Dictionary Catalog. When a more detailed description of a particular collection is available, this is indicated. Berner maintains that most manuscript curators do not use finding aids when reporting their collections to the *National Union Catalog of Manuscript collections*. Instead, he believes, they fill out *NUCMC* data sheets while examining the collections. Little evidence exists to document this assertion. Berner advocates more personal name indexing for collections, purporting that subject access is inherently associated with particular individuals. This is, of course, only partially true, especially for prominent individuals with long and varied careers. Manuscript curators would do better to concentrate on improving subject access to collections.

Berner's writing style detracts from the book's readability. Although a glossary is included, the book is so filled with archival jargon that its use will be limited, even among archivists and manuscript curators. The appendices are useful though, providing extensive examples of cataloging sheets and finding aids generated by many different repositories.

Berner has not succeeded in writing a historical analysis of archival theory and practice. It has yet to be written.

Jackie Goggin
Manuscript Division
Library of Congress

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Transportation to MARAC Spring '84 is readily available: Rochester is serviced by five major airlines, Greyhound and Trailways bus lines, and Amtrak. Free limousine service is available to the hotel from the airport, and the bus and train stations are within walking distance of the hotel (taxi service is also available). An arrangement is currently being worked out with USAir which would make special conference rates available to those flying to Rochester with that airline. The rates would be approximately a 30-45% savings over regular coach fares; further information will be provided in the conference mailing.

Since the conference officially begins early on Friday morning, the Local Arrangements Committee recommends that MARAC members not attending the Thursday pre-conference sessions plan to arrive on Thursday in order to take advantage of Rochester's many unique attractions, including tours of the three large Eastman Kodak manufacturing facilities, the area museums, and a special MARAC reception in Rochester's City Hall, a landmark building across the street from the hotel. The reception will be held Thursday evening from 7 until 10 pm, and will be the perfect way to start off a weekend which promises to be filled with good sessions, good food, good people and memorable times. The Local Arrangements Committee looks forward to seeing the MARAC membership in Rochester, and invites you to come early and stay late.

ROCHESTER PROGRAM

The Spring 1984 MARAC meeting in Rochester, April 26-28, will focus on the general theme of "Archives Reach Out" - to new users, to other archives on a cooperative basis, and to the general public to achieve greater understanding and support. The varied program will have sessions of interest to everyone who attends. The meeting is expected to begin with three workshops on Thursday. Friday's sessions will open with a plenary address by Ann Morgan Campbell, Executive Director of the Society of American Archivists. Her remarks will focus on the need for the archival profession to "reach out" to the public to achieve a more positive image of the archivist and the archival function in society.

Over twenty individual sessions will be presented during the following two days of the meeting. Saturday afternoon sessions will lead into the opening of Rochester's Sesquicentennial celebration that includes a wide variety of special events in the city. The meeting will include tours of many of Rochester's cultural institutions, several of which have on-going archival programs.

The workshops being offered Thursday April 26th include two full-day workshops, the first on starting and managing an historical records program; the second on basic conservation. Susan Davis and Robert Sink from the New York Public Library will conduct the first workshop on all aspects of planning and operating an archival program. This workshop is intended primarily for people beginning archival work and for those who have recently assumed responsibility for historical records programs at their institutions. The workshop on conservation, presented by staff from the Northeast Document Conservation Center, will give participants a chance to gain practical, "hands-on" experience in working with conservation techniques. In addition to these full-day workshops, there will be a half-day workshop on microfilming given by staff from Eastman Kodak. More information on all three of the Thursday workshops will be included in the registration materials to be mailed in March.

The sessions planned for Friday and Saturday will cover a wide variety of archival topics and concerns. The sessions include discussions of specific types of archival records - land records, religious records, local government records, and photographic records - offering archivists of all levels a wide choice of topics. A special session on developing finding aids for local historical societies is planned to address the unique needs of these institutions. Two very important concerns of archivists - developing documentation strategies and preparing appraisal guidelines - will be the topic of several important sessions. Consideration will also be given at the meeting to developments in new technologies such as computer assisted retrieval and optical disks and their potential impact on the profession.

Following the overall theme of "Archives Reach Out," the program will include many sessions involving the concerns of archives in meeting the needs of present or potential users. There will be a session on public relations for historical records programs discussing archives' relations with the general public, an often neglected apsect of historical records programming. Another session will focus on the impact of research in archives; i.e. how researchers actually use the information they derive from examining historical records. Sessions will deal with the topics of archivists and the public history movement, advocacy coalitions, using outreach materials, and other areas in which archivists are playing an expanded role. Another session will explore interstate cooperation among archives and will suggest steps that MARAC states can take to solve problems common to them all.

Programs and registration packets will be mailed to MARAC members around March 1st. The program committee consists of: Jodi Koste, Tomkins McCaw Library; John Noble, City of Rochester; Annamarie Sandecki, J. Walter Thompson Company; Roy Tryon, Delaware Hall of Records; Christine Ward, New York State Archives; and Mary Wolfskill, Library of Congress. Bruce Dearstyne, New York State Archives, is the program chair.

HARPER'S FERRY REVIEW

Nearly 200 Mid-Atlantic Archivists met at Cliffside Inn, near Harper's Ferry, WV on a beautiful autumn weekend, November 3-5, 1983. Early arrivals were able to see the colorful countryside, and walk the streets of historic Harper's Ferry.

A number of earlier risers were treated to several running courses through historic Harper's Ferry and surrounding national park area. With well-stocked hospitality rooms in a separate building, members were able to visit until the early hours of Friday and Saturday mornings.

Dennis Frye, National Park Historian at Harper's Ferry, gave an informative and interesting talk recounting the visits of the famous and not so famous to Harper's Ferry. Those mentioned were George Washington, James Madison, Thomas Jefferson, Robert E. Lee, Thomas Jackson, John Brown, and John H. Hall. The evening darkness was lighted with the wine and cheese reception held at the Stowell Gallery, hosted by its owner, Walter "Kip" Stowell and the members were entertained by the Grand Army of the Union drum and fife corps. The Appalachian Trail Conference also invited the participants to an open house at their headquarters next to the gallery.

The cold rainy weather of Saturday did not dampen the spirits of about fifteen persons that toured the Antietam Battlefield in the afternoon.

West Virginia was happy to have been the host at Harper's Ferry.

MARAC STEERING COMMITTEE MEETING
HARPER'S FERRY, WV
NOVEMBER 3, 1983

At 3:10 p.m. Bruce Ambacher called the meeting of the Steering Committee to order at Harper's Ferry, WV. The following members were present: Lucious Edwards, Jr., Frederic Miller, Erika Thickman Miller, Mary Ellen Gleason SC, Roland Baumann, Don Harrison, Denis Sennett SA, Tom Mills, Leslie Hansen Kopp, Karen Stuart, Jean Elliot, Ron Becker, Bob Sink, Adele Lerner, Jackie Goggin, Bruce Ambacher and Laura Grotzinger.

Secretary's report: Total membership is 473. The caucus breakdown is as follows: DE-10, DC-119, MD-29 and 2 institutions, NJ-35 and 1 institution, NY-115 and 1 institution, PA-90 and 2 institutions, VA-41 and 1 institution, WV-9 and 1 institution, and 17 memberships from outside the Mid-Atlantic region. Jean Elliot announced that she received 12 new memberships and 3 renewals with the conference registrations, so these brought the total to 488. Copies of the caucus membership lists will be sent to each state representative. Tom Mills asked about expanding the mailing for the Rochester meeting to include an additional 3000 names and institutions. Bruce responded that it would be up to the local arrangements committee to budget for any additional mailing. Roland Baumann recommended that the membership committee be reinstituted. Discussion followed including a recommendation by Mary Ellen Gleason that a membership drive be held in September. Roland moved that a membership committee be named and that the members develop mailing lists to expand the membership. Adele Lerner seconded the motion. Bruce appointed Laura Grotzinger and Denis Sennett to the committee.

Treasurer's report: Bob Sink distributed copies of the report and compared current income and spending with his proposed budget. Income from the membership was lower than anticipated, and from publications about what was expected. Newsletter costs exceeded the expected costs. Ron Becker and Leslie Kopp announced that there will be paid advertisements beginning with the Spring issue. Standard rates will be $125 for a full page, $75 for a half page, $45 for a quarter page, and $30 for an eighth of a page. A 10% discount will be given for annual inserts. Rates are based on those charged by similar publications, i.e. *Library Scene* and *SAA Newsletter*. Bob Sink recommended that they contact the local arrangements chairpeople for upcoming meetings.

Conference reports: Harper's Ferry. Jean Elliot announced that 156 persons pre-registered, the luncheon sold out and that 3 exhibitors would be attending. Bruce Ambacher explained that he tried to delay the final printing of the program to eliminate or reduce discrepencies. There was much concern expressed over the timeliness of the preconference newsletter, as it contained much conference information. Post offices sit on bulk mail giving it low distribution priority.

Rochester: John Noble has made arrangements with the Stouffers Rochester Plaza Hotel as the site. Bruce Dearstyne and Tom Mills are working on the program. They have tentatively set up 24 sessions extending through Saturday afternoon and plan to have them confirmed by December. Participants will receive guidelines with clear deadlines. An extra mailing is planned to go to 3000 persons and institutions, an additional $1000. Instead of sending a full packet, it was recommended that a leaflet/promotional piece be sent to those additional locations either by bulk mail or "piggy back" with a state historical or library mailing. Tom posed a final question concerning additional fees for workshops. The Northeast Document Conservation Center (NEDCC) cannot do the workshop at no charge; they have asked for a $20 charge per attendee. Roland Baumann identified a precedent at previous conferences where a material fee can be imposed for a workshop. It has been policy, however, that people presenting papers do not receive any honorarium unless otherwise approved by the Steering Committee.

Washington, DC: To be held in conjunction with the Society of American Archivists (SAA), which is set for August 30-September 2, 1984. Roland Baumann is the program committee liaison and Jackie Goggin is the local arrangements liaison. Jackie reported that James O'Neill is the chairman for local arrangements. Two food functions are planned for SAA, an opening luncheon and a Sunday brunch. MARAC has received a challenge to compete with the MAC skit presented this fall in Minnesota. Don Harrison moved that a small committee be formed to come up with recommendations. Roland seconded

it. The motion passed and Bruce will ask for volunteers at the business meeting.

Richmond, VA: The meeting is set for Spring, 1985. Two tentative committees are established, local arrangements under Jodi Koste and program jointly chaired by Lucious Edwards, Edmund Berkeley and Michael Plunkett. They hope to get a representative from each MARAC state on the program committee. Local arrangements will firm up final hotel arrangements within 3 to 6 months. Program committee anticipates sessions to end 3:00 on Saturday afternoon.

Selection of new sites: Discussion led to the following sites to be recommended to the general membership: Harrisburg, PA (Fall, 1985); Baltimore, MD; New York City; and Princeton, NJ.

Task force and committee reports; Semi-Annual Meetings Task Force: Adele Lerner announced that letters were sent to previous program and local arrangements chairpersons announcing a meeting later this evening.

Mission and Structure Task Force: Fred Miller identified five major areas for the task force's consideration and study, including: state caucuses, nominating committees, a vice chairperson to act as liaison with the local arrangements and program chairs, powers of the business meeting vis-a-vis the Steering Committee, and the clearing up of the wording inconsistencies in the constitution. The members will meet at the Historical Society of Pennsylvania in early February. By the Rochester meeting, two reports will be presented to the Steering Committee, one on constitutional rewording and a second on other MARAC directions. Discussion followed concerning the lack of clarity of the constitution with reference to members of the Steering Committee who can succeed themselves in office and the responsibilities of the state caucuses.

Finding Aids Committee: Jackie Goggin reported that Arthur Breton and Michael Plunkett were to meet to discuss the chairmanship of the committee. Twenty finding aids have been received for evaluation. A problem exists that there are no fixed criteria for evaluation. Bruce will meet with Arthur and Michael and report back to the Steering Committee with the status of the committee.

Custer Award Committee: Bruce received a submission for consideration and will forward it to the committee.

Guidelines distribution: Erika Thickman Miller reported that a second printing of 1000 copies of the *Guidelines* was completed. Announcements were sent to various newsletters. In addition, her committee compiled a 1250 name mailing list for flier distribution. Of the total sent out by bulk mail on November 1, 4% were given the option to receive a free copy or to join MARAC and 2% received a notice to return for a free copy. Laura Grotzinger recieved the new *Guidelines* and they are available from her.

Technical Leaflet report: Gregory Hunter sent a typed report to the committee. The leaflets are being publicized in about 20 archival newsletters and 16 people have been approached to prepare future leaflets. Several concerns that Greg presented were the copyrighting of the leaflets, the compilation and selling of the volume at a later date, and how the series fits into MARAC's publication program. Bob Sink moved that the questions be referred to the Publication Committee. Adele Lerner seconded it. The motion passed. The Technical Leaflets could have possible national significance.

Developments at the National Archives: Roland Baumann reported that during the past 2½ weeks new political appointments were imposed by GSA administrator Carmen in four of the seven director positions under the Archivist and Deputy Archivist. Senators Mathias, Eagleton, and English wrote letters of opposition to Mr. Carmen for his action. Most of the activity took place while Dr. Warner was attending the ICA in Czechoslovakia. There is also talk that the Federal Records Centers may be removed from the Archives' sphere. Fred Miller asked what position has been taken by SAA - this will be looked into as soon as possible. Roland reported that NASARA will be issuing a statement against the action. Tom Mills stressed the importance of having liaison with the Coalition to Preserve Our Documentary Heritage to be kept aware of current happenings in Washington. Roland stated that at the minimum, MARAC should draft a letter to Carmen about the deplorable action at the time when the Archives' independence is being discussed on the floor of Congress. Other actions should include letters of appreciation to Senators Mathias, English and Eagleton for their support. State caucuses can hold letter writing sessions. Denis Sennet moved, with an amendment by Adele Lerner, that Roland check with other organizations on their proposed actions, and prepare a letter on behalf of the MARAC Steering Committee concerning Carmen's actions [copies of Roland's letters and responses appear in this newsletter.] It was seconded and passed unanimously. The matter will be brought before the state caucuses and the general membership.

Selection of Nominating Committee: Bruce Ambacher identified Denis Sennett and Jackie Goggin as the two outgoing members of the Steering Committee to serve on the Nominating Committee. Three additional members will be appointed at the business meeting. The positions to be filled are 5 state representatives, 3 Custer Award Committee members, Secretary, and Treasurer.

New business: Bruce stressed the need to make the general membership aware that the Steering Committee meetings are open for their attendence. Time and date will be announced far enough in advance for interested persons to arrange their schedules accordingly. Adele Lerner recommended that future conference sites be listed in the newsletter and a general request for volunteers be included.

The next meeting of the Steering Committee will be held in Philadelphia on January 20, 1984 at 11:00 a.m. Location will be announced later.

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,
Laura A. Grotzinger, Secretary

MARAC BUSINESS MEETING
HARPER'S FERRY, WV
NOVEMBER 5, 1983

Bruce Ambacher called the meeting to order at 9:38 am.

Bob Sink gave the Treasurer's Report based on the period September 9, 1983 through November 1, 1983.

Laura Grotzinger gave the Secretary's Report on membership figures and a state caucus breakdown [see Steering Committee minutes].

Conference Reports: The Spring 1984 meeting will be in Rochester, NY on April 27 and 28. Bruce Dearstyne reported that the sessions have been arranged under the theme "Archives Reach Out" - to each other, to the public and to new users. Ann Morgan Campbell will speak at the plenary session. Two basic workshops will be offered: one on conservation and the second on archival management. Sessions will deal with such areas as maps, land records, records appraisal (for local government and religious organizations), computer assisted retrieval (CAR), optical disks, photographs and the preservation of sound recordings. This weekend will also be Rochester's Sesquicentennial celebration, so a number of tours will be available.

In Fall 1984 the meeting will be in Washington, DC in conjunction with SAA. The meeting will run August 30 through September 2 (over Labor Day weekend) and end at noon on Monday. Our respective program and local arrangements liaisons with SAA are Roland Baumann and Jackie Goggin. Both separate and joint functions will be planned.

In Spring 1985 the meeting will be held in Richmond, VA. The Steering Committee discussed future sites to bring before this meeting. They recommend that Harrisburg, PA be approved for Fall 1985 and that the following future sites be investigated: New York City, Baltimore, MD and Princeton, NJ. Charlottesville, VA will also be considered.

Nominating Committee: Bruce Ambacher announced the two outgoing members of the Steering Committee appointed to the Nominating Committee - Denis Sennett and Jackie Goggin. Three persons volunteered to complete the committee - Lee Stout, Judith Felsten and David Kepley.

General Announcements: Logo Contest - a final vote will be taken at the Rochester meeting.

Steering Committee Meeting: Bruce announced the these meetings are open to all members of MARAC. The next meeting will be held in Philadelphia on January 20 at 11:00 am.

The Custer Committee was asked to meet following the meeting.

The Semi-Annual Meeting Task Force and the *Guidelines* Committee will present final reports and progress reports at the Rochester meeting.

Arthur Breton reported that the Finding Aids Committee has received numerous entries to date and asked for more. He stressed the educational purpose of the committee.

New Business: NARS issue - Roland Baumann drew members' attention to GSA Administrator Carmen's four appointments to director positions in the Archives without the approval of the Archivist. He stated that a letter had been sent to Carmen earlier from MARAC. Also, the Pennsylvania caucus had sent letters to Congressmen Spector and Heinz concerning the Archives' situation. Roland recommended that letters be sent to Carmen explaining the organization's displeasure with his current actions. He also suggested that a letter be sent to Senator Mathias for his support of the National Archives. Don Harrison moved that Roland prepare such letters on behalf of MARAC. It was approved unanimously. Roland also urged caucuses to write to their representatives on the issue. In the discussion that followed, Mary Elizabeth Ruwell pointed out that three of the four appointees had no previous archival or historical experience. David Kepley recommended that copies of the letters be sent to the Coalition. Members were urged not to leave letter writing to the organizations and to get on the Coalition mailing list.

Ron Becker announced that the newsletter deadline for the Winter issue is December 1.

Denis Sennett asked that any nominations be submitted by December.

Bob Sink moved that, "this assembled body express its appreciation to the very hard-working Program Committee and its chair for putting together the excellent series of sessions and historic tours that enticed us to come to Harper's Ferry, and that we express our appreciation to the very, very hard-working Local Arrangements Committee and its chair which has brought us to Harper's Ferry to enjoy the Fall scenery and which has proved to any skeptics that West Virginia does exist and is a vital part of the Mid-Atlantic region." The motion was seconded and unanimously approved.

The meeting was ajourned at 10:14 am.

Respectfully submitted,

Laura A. Grotzinger, Secretary

MARAC: TASK FORCE ON SEMI-ANNUAL MEETINGS

The MARAC Task Force on Semi-Annual Meetings held an open forum Thursday evening, November 3rd, prior to the start of the Harper's Ferry meeting. The Task Force had sent letters to all former Program and Local Arrangements Committee chairs, inviting them to attend this meeting to discuss their experiences and suggestions for the Task Force.

The meeting was well-attended and the discussion was lively, touching on a wide range of areas from budget to the hospitality suite. It was clear that several of the former chairs had faced similar problems based on inconsistent practice and a lack of written guide-

lines. The proposed manuals for the two committees should eliminate some of these obstacles.

It was clear, however, that the continued and increased participation of MARAC's membership is crucial if the caliber of meetings is to be consistently high. Committee chairs should be appointed earlier so that planning for the meetings can take place well in advance. This would enable the membership to have more input with regard to session topics.

Task force members include: Susan Davis, Judith Felsten, Gregory Hunter, Jodi Koste, Adele Lerner, Ann Newhall, Frances Seeber, Robert Sink (ex officio) and Bruce Ambacher (ex officio).

The Task Force welcomes suggestions from the membership. Contact Susan Davis or Bob Sink, Rare Books and Manuscripts Division, The New York Public Library, Fifth Avenue at 42nd Street, New York, NY 10018; telephone (212) 930-0804.

TREASURER'S REPORT

CASH ON HAND, checking account, September 9, 1983		$2,322.46
Income, September 9 - November 1, 1983		
Membership dues	$1,095.00	
Spring 1983 meeting	1,814.87	
Interest	31.16	
Publication sales (*Guidelines* - $85) (Bickford - $30)	115.00	
	$3,056.03	
Expenses, September 9 - November 1, 1983		
Steering Committee travel	$ 635.61	
Newsletter	2,236.13	
Publications (Bickford)	11.39	
NJ State Caucus	11.60	
Fall 1983 meeting	45.49	
Semi-Annual Meeting Task Force	10.07	
	$2,950.29	
CASH ON HAND, checking account, November 1, 1983		$2,428.20
CASH ON HAND, money market account, September 9, 1983		$5,262.83
Income, September 9 - November 1, 1983		
Interest	$ 38.93	
CASH ON HAND, money market account, November 1, 1983		$5,301.76
TOTAL CASH ON HAND, November 1, 1983		$7,729.96

Respectfully submitted,

Robert Sink, Treasurer

MARAC: TASK FORCE ON MISSION AND STRUCTURE

The Task Force on Mission and Structure is charged with making recommendations to the Steering Committee concerning both the future direction of MARAC's programs (aside from the two annual meetings) and our constitutional structure. We have based our work thus far on the recent membership survey, the suggestions of a past Constitutional Committee, and an investigation into the activities and structure of other regional organizations. In terms of MARAC's general direction and programs, we are reviewing what the organization does well, what it does poorly, in which areas we should be doing more and in which we should do less. Specific program activities that we are looking at include, but are not necessarily limited to, education, publications, advocacy, membership development, cooperative archival projects, and consultant services.

Constitutional revision should derive largely from decisions about MARAC's overall goals and future activities. A wide variety of issues have already been raised, such as the role and manner of election of the state caucus representatives, the selection of the Nominating Committee, our current lack of active finance, membership, education and publication committees, the possibility of having a vice-chair and the powers of the business meeting. There are also a number of minor and technical changes that seem to be needed in the Constitution.

The Task Force plans to have two reports ready by the Spring meeting in Rochester. One will deal with MARAC's overall mission and goals, the other with structural and constitutional issues. We would like to have as much membership input as possible over the next several months, and we encourage members who have ideas on these topics to contact us. The Task Force consists of Fredric Miller (Chair), Lucious Edwards, Jacqueline Goggin, Denis Sennett, Martha Slotten, Peter Parker, Lisa Hottin and John Fleckner.

SURVIVORS MEET AGAIN

The ranks of newcomers to archival work have grown in the 1970s and '80s, at the same time that economic circumstances have made the problems of entry-level employment more apparent. A hardy band of survivors has been meeting at recent MARAC meetings to talk over experiences during the entry-level years. It has helped each of us put our own situations into perspective. We plan to get together for dinner at the Rochester meeting on Friday, April 27th. Interested newcomers, archivists in short-term positions, even concerned persons in more secure employment are invited to join us. More definite information will be enclosed in the program mailing to be sent early in the Spring. For further information, please contact Judy Felsten at the Balch Institute for Ethnic Studies, 18 South 7th Street, Philadelphia, PA 19106; telephone (215) 925-8090.

PENNSYLVANIA STATE CAUCUS

The Harper's Ferry meeting of the Pennsylvania State Caucus was attended by about 20 people. A number of issues and activities were discussed. Lee Stout made what he hopes will be his final report on the NHPRC-sponsored state assessment grant. He is in the process of preparing a substantial report which will have widespread dissemination throughout Pennsylvania. Roland Baumann announced that the Historical and Museum Commission had received a County Records planning grant in excess of $200,000 from the NHPRC which will allow the Commission to review and develop plans for county records management and preservation. The NHPRC has also awarded a grant to a consortium headed by Eleutherian Mills Historical Library to appraise the 360,000 cubic feet of records of the Pennsylvania Railroad, and to selectively acquire records for the consortium's members. Pennsylvania institutions in the consortium include the Historical and Museum Commission, the Urban Archives of Temple University, and the Archives of Industrial Society of the University of Pittsburgh. As Pennsylvania-related materials are identified, other institutions will be asked if they would accept records. The caucus discussed the deteriorating situation at the National Archives, and a motion was made and approved to authorize the State Representative to express our concern to Senators Heinz and Spector. Finally, it was announced that the Fall 1985 meeting of MARAC will be held in Harrisburg. With Roland Baumann as local arrangements chair and Lee Stout as program chair, we anticipate that many individuals and institutions in the central part of Pennsylvania will be involved in this conference.

- Fredric Miller

HEALTH SCIENCE ARCHIVES

During the Fall Conference, a group of ten persons expressed interest in starting an affinity group on health science archives. Some of the records identified that fall into this category are those represented by hospitals, medical and nursing schools, state medical and nursing associations, alumni groups, county medical societies, health science library associations, etc. We would like to identify other MARAC members who work with these materials. Tentative plans call for a program to be presented at the Spring, 1985 MARAC Conference in Richmond, Virginia, possible tours of nearby institutions with relevant collections, and preparation of a resource list of persons working in this area along with a listing of appropriate guides.

For more information, contact Elsalyn P. Drucker, Library Director, Ann May School of Nursing, 1945 Corlies Avenue, Neptune, NJ 07753; telephone (201) 775-5500, extension 291.

1984 NHPRC RECORDS PROGRAM GRANT DEADLINES ANNOUNCED

February 1, June 1, and October 1 are the 1984 deadlines for submission of grant applications to the records program of the National Historical Publications and Records Commission. Commission meetings to consider the applications will be held approximately four months after each submission deadline. Any non-profit institution in the United States or its territories is eligible to compete for records program grant funds, which support projects leading to the improvement or development of archival programs. Records grant funds available during the current year total $2 million.

In reviewing and recommending grant support for archival activities, the Commission prefers to fund projects that fall into one or more of the following categories:

> Projects that advance archival methodology and practice and are of benefit to the entire profession.
>
> Projects that focus on types of records, records problems, or records programs that are of major national significance.
>
> Projects that are cooperative in nature, particularly those that address common problems and foster the use of shared resources.
>
> Projects that improve, on a continuing basis, systems, procedures, resources, or the overall functioning of a repository's archival program.
>
> Projects that establish archival programs where none exist and where the applicant institution assumes continuing responsibility for the support of its archives.
>
> Projects that identify, preserve, and make available for use records valuable to an understanding of American history.

The Commission places particular emphasis upon the development of state and local government records programs, but also provides support to historical societies, colleges and universities, libraries, museums, professional associations, and a wide range of other institutions.

In addition to its staff in Washington, the records program relies upon the support and advice of state historical records advisory boards in 49 of the 50 states. These boards play an important role in proposal review and in program planning and coordination within the states. For more information on the records program, or for application forms, write: Records Program, National Historical Publications and Records Commission, National Archives, Washington, DC 20408.

SENATOR JAVITS COLLECTION DEDICATED AT STONY BROOK

The Jacob K. Javits Collection and the Senator Javits Room were dedicated at the State University of New York at Stony Brook on October 17, 1983. Participating in the formal presentation of the papers and the dedication of the Senator Javits Room (located in the Frank Melville Jr. Memorial Library) were Senator and Mrs. Javits, SUNY Chancellor Clifton R. Wharton, Jr., and Stony Brook's President John H. Marburger.

New York Governor Mario M. Cuomo, Senate Majority Leader Howard H. Baker, Jr., and Senate Minority Leader Robert C. Byrd spoke during a symposium on "The Role of the Senate in the Governance of the United States." The symposium was chaired jointly by Senator Javits and Stony Brook's President Marburger. Other symposium panelists included US Senators Nancy Landon Kassebaum, Edward M. Kennedy, Charles McC. Mathias, Jr., Daniel Patrick Moynihan, and Claiborne Pell.

The day's events concluded with a lunch hosted by Senator and Mrs. Javits and President Marburger.

The Jacob K. Javits Collection is currently being processed and cataloged with support from a special $250,000 appropriation by the New York State Legislature. The approximately 2,000 cubic feet of materials document a total of 32 years in Congress, eight in the House of Representatives and twenty-four in the Senate. The Collection is expected to be available for research in the Library's Department of Special Collections in 1985.

NEW JERSEY NEWSPAPERS

A state-wide conference entitled "What's News? The Newspaper in New Jersey Life, Past and Present" is scheduled for March 31, 1984 and will focus on the role of newspapers in the state's history. The conference is co-sponsored by the New Jersey Historical Comission, Rutgers University Libraries, New Jersey Library Association, New Jersey Press Association, New Jersey Professional Chapter of Sigma Delta Chi/Society of Professional Journalists, and the Journalism Resources Institute of Rutgers University. The conference will take place on the New Brunswick campus of Rutgers University, and will help publicize the New Jersey Newspaper Project, an NEH-funded program which will result in the bibliographic control and preservation of United States newspapers located in New Jersey repositories. Detail concerning the conference can be obtained from Lorraine M. Perrotta, New Jersey Newspaper Project Coordinator, Rutgers University Library, Department of Special Collections and Archives, New Brunswick, NJ 08903; telephone (201) 932-7006.

INDEPENDENCE OF NARS FACT SHEET

The National Coordinating Committee for the Promotion of History has published a two-page fact sheet outlining the issues, background, key points, and current situation (as of September 30, 1983) of the movement to restore the independence of the National Archives and Records Service by separating from the General Services Administration. Copies are available from the National Coordinating Committee for the Promotion of History, 400 A Street, SE, Washington, DC 20003.

AASLH INDEPENDENT STUDY PROGRAM

The American Association for State and Local History offers six courses for historical agency personnel who cannot get help they need from short term seminars and workshops and cannot afford the time and money for degree-oriented university courses. The courses are administered by mail from AASLH headquarters in Nashville where trained instructors review and comment on completed assignments and help students tailor course activities to their individual needs and institutional settings. The courses are originally written by recognized national authorities. The course on Administering Historical Photograph Collections is by Nancy Malan, archivist for the NARS office of Public Programs and Exhibits, and the course on Documents, Interpretation and Exhibition is by William K. Jones, curator of the Gerald Ford Museum in Grand Rapids. Other courses are Basic Layout and Design of Publications; Education: School Programs and the Museum; Interpretation through Effective Labels, and Basic Interpretation of Historic Sites. Each course is so arranged that an individual can take it or, should several people in an office like to participate, up to four can complete assignments. Fees range from $195 to $235. For further information contact Patricia Hogan, Independent Study Program, AASLH, 708 Berry Road, Nashville, TE 37204.

NFAIS ANNUAL CONFERENCE

The National Federation of Abstracting and Information Services will hold its 26th annual conference March 4-7, 1984 at the Crystal Gateway Marriot Hotel, Arlington, VA. The theme for the conference will be "A national information policy: economic implications for information providers." Sessions include the role of government in providing information, the role of private information producers, international information problems, and new technologies. There will be field trips to the National Library of Medicine and the National Technical Information Service. For further information and registration materials, please contact NFAIS, 112 South 16th Street, Suite 1207, Philadelphia, PA 19102; telephone (215) 563-2406.

PENNSYLVANIA COUNTY RECORDS SURVEY

The Division of Archives and Manuscripts (State Archives) of the Pennsylvania Historical and Museum Commission, Harrisburg, announced that it has received a grant award of $213,539 from the Records Program of the National Historical Publications and Record Commission in support of the project titled "Pennsylvania County Records Survey and Planning Study." The broad goal of this project is to inventory the records of county government in the sixty-six county courthouses and to develop a major planning document that will lead to the implementation of an active archival/records management program for local records in Pennsylvania during the remainder of this century.

The twenty-two month project is expected to start on February 1, 1984 and to end on November 30, 1985. The project, which will employ eight field archivists, one clerk-typist, and an architectural/space consultant, will be directed by Dr. Roland M. Baumann, Chief, Division of Archives and Manuscripts in the Bureau of Archives and History. For further information, please contact him at P.O. Box 1026, Harrisburg, PA 17108.

JOINT PROGRAM IN ALBANY

The City and County of Albany have completed an accord formally establishing a joint records management program. The Albany County Hall of Records, which operates from a single facility with independent mandates from city and county governments, is now empowered to fully employ its resources in projects benefiting either of its sponsors.

Among provisions of the agreement are those centering on records storage and retrieval, management of archival resources, and shared use of micrographic facilities. Under local legislation passed in 1982, the Albany County Hall of Records had been established as a records center and an archives by both municipalities. Materials belonging to the former City Bureau for Historical Services and the City Records Library were transferred to the Hall of Records.

Albany's joint endeavor is now firmly established in local law and by this management agreement. The signing of the agreement by County Executive James J. Coyne and Albany Mayor Thomas M. Whalen III confirms Albany's commitment to efficient and economical records and information management.

SOCIETY OF FLORIDA ARCHIVISTS

On May 5, 1983 a new statewide organization of persons associated with archives and manuscript repositories in Florida met for the first time. Officers have been elected and volume 1, number 1 (October 1983) of *SFA Newsletter* has been published. We welcome them to the growing community of regional archival organizations.

MANAGEMENT OF ARCHIVES AND MANUSCRIPT COLLECTIONS

The School of Library Service, Columbia University, is pleased to announce a new program in the Management of Archives and Manuscript Collections. The three basic courses will include an introduction to the theory and practice of managing archives and manuscript collections: the role of the archivist, various types of archives and manuscript repositories, techniques of acquisition, organization and preservation, and research use of historical administrative records; archival fieldwork, which will provide students with opportunities to apply thoretical and technical knowledge; and a seminar for students who have had both the theoretical introduction and the practicum.

Susan E. Davis and Robert Sink of the Rare Books and Manuscripts Division of the Research Libraries of the New York Public Library will teach the introductory course.

The new program is designed to complement current offerings in the present programs in rare books and special collections librarianship, in conservation and preservation administration, and in academic and research libraries. It may be taken at the Master's or Advanced Certificate level. Students, with their advisors, will choose course work which best fits their needs and background.

For information including Bulletin and application write to: Admissions, School of Library Service, Columbia University, 516 Butler Library, New York, NY 10027; telephone (212) 280-2292.

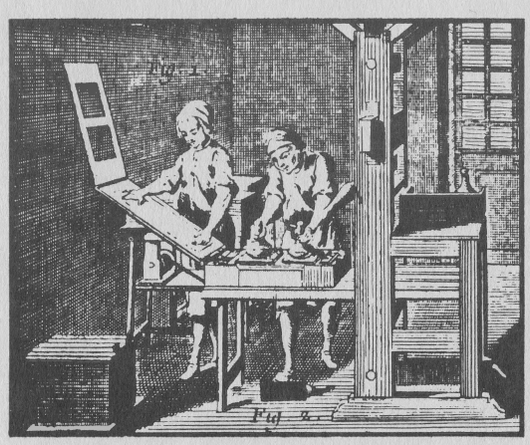
ADMINISTRATION OF PHOTOGRAPHIC COLLECTIONS WORKSHOP

The Society of American Archivists is pleased to announce that an Administration of Photographic Collections workshop has been scheduled for February 22-24, 1984, at the Massachusetts Institute of Technology, Cambridge, MA, in cooperation with the New England Archivists.

The three-day workshop will address such topics as the historical development of photography, identification of photographic media, appraisal and collection policies, arrangement and description, legal issues, preservation, and use of photographs for research, exhibition, and publication. The workshop will be conducted on an introductory level and is open to individuals currently working with photographic collections.

Limited enrollment; tuition is $50. Instructors are Margery Long, Wayne State University; Gerald Munoff, Kentucky Department for Libraries and Archives; and Mary Lynn Ritzenthaler, Society of American Archivists.

For an application or further information, contact: Linda Ziemer, Society of American Archivists, 600 South Federal, Suite 504, Chicago, IL 60605; telephone (312) 922-0140.



PRESERVATION NEWS

BRITISH LAW SPELLS OUT PRESERVATION POLICIES FOR LOCAL RECORDS

The British government relies upon the churches to keep local records involving not only births, deaths and marriages, but land ownership and other matters, and it also regulates the way in which these records are kept. In 1978 the "Parochial Registers and Records Measure" was passed, superseding similar measures from 1812 and 1929, and setting minimum standards to be met for maintenance of register books and records in each parish. Most of this measure deals with matters like the form of the entries and the custody, transfer and inspection of the records, but part of it has to do with preservation.

The preservation standards are indeed minimal. (It should be interesting to compare them with the standards that will eventually come out of the American National Standards Institutes's Z-39 Subcommittee R on Environmental Standards for Storage of Paper-based Library Holdings.) Still, they are likely to have a generally beneficial effect that is quite significant. Here are the seven standards, from page 20 of the 22-page law:

1. Every register book or record to which this Schedule applies shall be kept in a rust-proofed, vented steel cupboard, the door of which is fitted with a multi-lever lock, and the cupboard shall be kept in the appropriate parish church or other place of public worship.

2. The place in the church or other place of public worship in which the cupboard is kept shall be the place where there is least risk of damage to any such book or record in the event of a flood or an outbreak of fire.

3. The temperature and relative humidity in such cupboard shall be checked at least once a week by means of a maximum-minimum thermometer and a hygrometer, each of which shall be kept in the cupboard. The hygrometer shall be one conforming to British Standard Specification Number 3292 or any new British Standard which supersedes it.

4. The difference between the maximum and minimum temperatures in the cupboard during any week shall not be allowed to exceed 10 degrees Celsius.

5. The relative humidity in the cupboard shall not be allowed to fall below 50 per cent, nor to rise above 65 per cent. [Note: Many British records are on vellum, which requires a moist atmosphere; happily, the atmosphere there is naturally moist.]

6. Subject to paragraph 3 above, nothing, except books or other documents, shall be kept in the cupboard in which any register book or record to which this Schedule applies is for the time being kept.

7. Without prejudice to the preceding provisions, the person or persons having the custody of any such book or record shall take all such steps as are reasonably practicable to ensure that the book or record is protected against theft, loss and damage.

It is not clear how many British suppliers are offering hygrometers, thermometers or cupboards to meet the above specifications. The authors of the law must have intended their specifications to be met in most cases without large expenditures for specially designed equipment. Still, many parish officials must have been glad to learn that one company, G. Crayfourd & Sons (2-4-6 New Mount Street, Stratford, London E15), manufactures and sells a "Parish Cupboard" designed to meet the specifications. Mr. Crayfourd can also furnish ordering information for copies of the law.

The Parish Cupboard has 17 cubic feet of storage space in the inner wooden cupboard, which in turn is completely enclosed in a coated steel cupboard that is rustproofed on the cut edges. A dial hygrometer and a dial maximum-minimum thermometer are screwed to the inside of one of the doors of the inner cupboard. There are screened slots for air movement into and out of the cupboard. The wood appears to be finished, but is described as "unsealed," except that two-thirds of the outer surface of both ends is coated with fire-retardant paint. The brochure gives no explanation for the partial paint job, but the wood is obviously left unsealed to let it absorb and give off moisture, thus tending to even out the fluctuations of humidity.

Any lack of sophistication in the design of the Parish Cupboard is made up for by the "Notes for Guidance," five closely-typed pages sent out with it by the manufacturer. They appear to have been drawn up with expert guidance from conservators. Sections are headed:

The Choice of Location
Inside the Cupboard
Checking the Cupboard Weekly
What can go Wrong and Why [two whole pages!]
General Advice

These sections give explicit advice in layman's language covering most of the avoidable hazards of storage. These include flood, mold, vandalism, theft, sunlight and other heat sources, fire, insect infestations, dirt, and careless shelving. Selected passages follow:

"There should be room for the cupboard to be at least six inches, preferably a foot, away from walls. It should be on a stand so that it is about a foot off the floor with an air space under it, and NOT near hot water pipes or electric fires."

"If a book has loose covers or pages, wide cotton tape should be tied round it. Any more extensive damage than this should be referred to the Diocesan Archivist. It will probably need the attention of a trained conservator."

"Check the books and documents themselves periodically, say once a month, to see that they are dry, clean and free from mould and insects. The instruments cannot detect dirt, mould or insects and may, through some fault or other, be giving incorrect readings. The evidence presented by the books themselves is often of vital importance."

"It will be found that as the outside climate changes during the year, the climate inside the cupboard... will change slowly enough for the documents to adjust easily and comfortably to new conditions, and, equally important, that the new conditions will not stray outside the proper range."

The section titled "What can go Wrong and Why" gives common-sense measures to take if the climate inside the cupboard is cold and too humid, or warm and too dry, etc. Remedies include finding a better place for the cupboard, pulling weeds along the footing of the outer wall, and the use of silica gel (a chemical that regulates humidity in much the same manner as paper does).

The law, together with the cupboard and instructions, make up an innovative package that is important because of its potential impact nation-wide, and the example it can set for other countries in the general soundness of its advice and the economy and simplicity of the measures it advocates.

The success of the three-part package will depend on several factors, including how closely instructions are followed by local officials, and whether the cupboard can do its job without any unintended side effects of maintenance problems. Future generations will judge the success of the package by the reputation it builds up, and by the extent to which its features are adopted in other countries or for other types of records. If the law, the cupboard and the instructions are upgraded at reasonable intervals to reflect advances in conservation knowledge, the reputation should be a good one.

- Ellen McCrady

NEWS AND READING

The Northeast Document Conservation Center (NEDCC), Andover, MA, has received a grant of $57,936 from the National Endowment for the Humanities to produce a manual on copying collections of photographic negatives. The results will be incorporated into a practical manual which can assist administrators and curators in evaluating the options available for copying their collections.

The project staff will combine photographic conservators, technicians and curators both from the Center and several major repositories of photographic materials. Andrew Raymond, Assistant Director for Photoduplication Services at NEDCC, will coordinate the project, working closely with staff members Robert Alter and Gary Albright.

*

NEDCC has also been awarded a three year grant from the National Endowment for the Humanities to continue its field service program. The major activity is short-term, on-site consultation to small and medium-sized repositories in NEDCC's region (New England, New York and New Jersey).

A day of on-site consultation and a written follow-up will be provided at reduced cost throughout the period of funding, which ends in June, 1986. The NEDCC Field Service Director will review the building and environment, examine the condition of collections, and prepare a written report advising on environmental standards, proper storage and handling, and needs for conservation treatment. The fee for consultation and preparation of the report will be $150 plus travel expenses.

Libraries, archives, records repositories and historical organizations located in New England, New York and New Jersey are encouraged to submit a letter of application for this service. The letter should include information about the nature and size of collections, number and training of staff, budget size, and conservation efforts to date. In general, preference will be given to institutions which hold collections of unique and irreplaceable materials and which demonstrate a commitment to upgrading preservation practices. The number of subsidized surveys is strictly limited and priority is given to smaller institutions which can show financial need. Selections are made twice a year; applications which cannot be accepted in one round of selections will be reconsidered in future rounds.

Conservation surveys will continue to be provided at full cost to those institutions which cannot demonstrate financial need or which cannot wait for the selection process. The fee may be waived entirely for a small number of institutions which demonstrate extreme need. Letters of application should be sent to Mildred O'Connell, Field Service Director, NEDCC, Abbot Hall, 24 School Street, Andover, MA 01810.

*

On Tuesday, October 18th, NEDCC, in cooperation with the New Jersey State Library and the New Jersey

Historical Society, sponsored a clinic at Morven, formerly the Governor's mansion, in Princeton, featuring paper conservator Mary Todd Glaser, who evaluated works brought to her, offered advice, and provided preliminary estimates on repair cost. A total of ten organizations and libraries brought archival materials. Future clinics are being considered. For more information, contact Dr. Ann Russell, Director, NEDCC.

*

The Library of Congress has announced that it will coordinate part of its preservation microfilming activity with the Research Library Group's Cooperative Preservation Microfilming Project. Seven RLG libraries, Brown University, Columbia University, New York Public Library, University of California-Berkeley, University of Michigan, University of Minnesota, and Yale University, have selected monographs in their collections (US imprints and Americana) published between 1876 and 1900 as the initial target for filming. The RLG project is supported by funds from the National Endowment for the Humanities and the Andrew W. Mellon Foundation.

The LC Preservation Microfilming Office will devote approximately one quarter of its annual production to filming complementary materials. It will begin with some 1700 heavily used historical and genealogical records of the period, as well as serials. LC will facilitate bibliographic control of master negatives produced for the project, in a way that improves access by the entire library community to LC records for materials being preserved on film.

*

The Library of Congress, repository of the world's largest collection of Johannes Brahms manuscripts, has completed a remarkable preservation project. Its entire Brahms collection, consisting of about 40 works averaging 30 to 40 leaves each, has been treated and bound for the first time by the Library's Conservation Office and returned to the Music Division. The collection is housed in 22 boxes; in addition, 4x5 black-and-white negatives were made of the entire collection. A full report on the conservation treatment can be found in the *LC Information Bulletin*, November 7, 1983, pp. 377-379.

*

A *Supplement* to *The Abbey Newsletter*, 7:4 (Sept. 1983) is devoted to "Fumigation." Included are reports from the Cambridge Seminar on Pest Control, the program on fumigation given at the American Institute of Conservation Annual Conference and the Conference on Safe Pest Control for Museum Collections, sponsored by the Center for Occupational Hazards. This is an area of increasing concern for archivists as we are discovering that the traditional methods of fumigation are more hazardous than we previously expected.

The Proceedings of the Conference on Safe Pest Control are available on 8 cassettes (C-90) from the Center for Occupational Hazards, 5 Beekman Street, New York, NY 10038, for $45 plus $2 postage/handling. This includes an 8-page data sheet summarizing the conference, which is also available separately for $1.50.

*

The *Library of Congress Information Bulletin* has issued two reports on its Optical Disk Pilot Program to date. The first, "Research Access and Use: The Key Facet of the Nonprint Optical Disk Experiment," by Carl Fleischauer (Sept. 12, pp. 312-316) describes the test program in some detail. "A Report on the Print Project Activities," by Ellen Z. Hahn (October 31, pp. 374-376) discusses the design of the test program. Hahn notes that the preservation pilor program will develop prodecures for dealing with preservation of information on the optical disks.

*

The National Micrographics Association (NMA) became the Association for Information and Image Management (AIIM) on July 1, 1983. Changes in the attitudes and perceptions of the information professional along with pressures to totally integrate the technologies impacting the office environment mandated the change in name. The address remains the same: 8719 Colesville Road, Silver Spring, MD 20910.

*

"Photocopying Without (Much) Damage," by Anthony J. Amodeo in *College and Research Libraries News*, 44:10 (Nov.1983, pp. 365, 368-370) outlines the problems that archivists and librarians face when photocopying is allowed. He offers a number of practical suggestions and discusses some of the new cameras presently being developed for copying.

Of particular interest are the photocopiers being designed by the British Library. A new overhead copier, designed especially for copying from bound volumes without risk of damage to their bindings, should be on the market by the end of the year. For more information, contact H. Wilman, New Reprographic Technologies Officer, British Library Reference Division, Great Russell Street, London, WC1B 3DG, England.

*

"Preservation of Library Materials, 1982," by Margaret Byrnes in *Library Resources & Technical Services*, 27:3 (July-Sept. 1983, pp. 247-314), reviews trends and the literature of preservation. The article covers the year's developments in new technologies, professional associations and network activities, program planning and implementation, courses and conferences, commercial binding and paper quality, conservation techniques, and disaster prevention and recovery.

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"A Mobile Conservation Laboratory Service," by J.C. McCawley and T.G. Stone in *Studies in Conservation*, 28:3 (Aug. 1983, pp. 97-106), provides a description of the laboratories that have provided basic assistance to museums, galleries and other cultural institutions across Canada, with examples of the kind of help that they provide.

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Highly recommended: *Library Materials Preservation Manual: Practical Methods for Preserving Books, Pamphlets and Other Printed Material*, by Hedi Kyle,

continued on page 16

with assistance from Nelly Balloffet, Judith Reed and Virginia Wisniewski-Klett of the Book Conservation Center, New York Botanical Garden.

As many MARAC members know, this book developed from the training programs that the Book Conservation Center offers in the New York metropolitan region. It is not intended as a replacement for professional conservators, but as a guide for in-house treatment when it has been judged appropriate. The manual includes a glossary, list of supplies and suppliers, basic guidelines for collection assessment, and information on the physical properties of paper, book cloth and adhesives. The instructions are clear and well-illustrated and are designed to protect the physical integrity of the book. It can be ordered directly from the publisher, $22.50 plus $1 postage, Nicholas T. Smith, P.O.Box 66, Bronxville, NY 10708.

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The American Library Assocaition has published *The ALA Glossary of Library and Information Science*, edited by Heartsill Young. A number of distinguished preservationists have contributed to this volume and the definitions relating to preservation, printing and the graphic arts are clear and concise. It is available for $40 from the American Library Association, 50 East Huron Street, Chicago, IL 60611.

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The 1983 edition of the ALA Preservation of Library Materials Section *Basic Preservation Library* is available from the RTSD Office, ALA, for $3. Checks should be payable to ALA.

*

The Technology and Education Center, Rochester Institute of Technology, has published *Paper Conservation*, vol. 1: 1954-1981, as a part of its bibliographic series in the graphic arts. It includes 91 abstracts from 21 sources. It is available for $15 prepaid from the T&E Center Order Department, Rochester Institute of Technology, One Lomb Memorial Drive, P.O. Box 9887, Rochester, NY 14623.

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The National Reprographic Centre for documentation (NRCd) in Hertford, England, has recently published an important study, *The Archival Storage Potential of Microfilm, Magnetic Media and Optical Data Discs*, by A.M. Hendley. This volume covers storage life and capacity, costs, necessary hardware and software, standards, applications and overall advantages. It concludes that high-grade paper and silver halide microfilm are suitable for archival storage; magnetic media are unstable and prone to mechanical damage; optical disks are too new for evaluation of their long-term performance. This study is available from the Secretary, NRCd, Hatfield Polytechnic, Bradfordbury, Hertford, Herts., SG13 8LD, England; £ for hardcopy and £6 for microfiche.

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FORTHCOMING EVENTS

Conservation management will be emphasized in the four Document Conservation Administration Training Workshops that will be held in Albany in 1984, jointly sponsored by the New York State Archives and the New York State Library. Two workshops will address the concerns of libraries, one the concerns of archival institutions, and one the concerns of other historical records repositories. For information contact: New York State Document Conservation Administration Project, Room 11 D 37, Cultural Education Center, Empire State Plaza, Albany, NY 12230.

April 4-6: University of Texas, Austin, TX. Third Annual Seminar in Conservation of Archival Materials: Photographic Preservation. Covers photographic processes and types of deterioration, with some "hands-on" training. Contact: Siegfried Rempel, Conservation Scientist in Photography, Humanities Research Center, University of Texas, Austin, TX 78712.

April 13-14: St. Louis, MO. "Library Preservation: Implementing Programs," sponsored by the Library of Congress National Preservation Program and the Resources & Technical Services Division, American Library Association. Contact: RTSD Office, American Library Association, 50 East Huron Street, Chicago, IL 60611.

May 16-20: Los Angeles, CA. American Institute for Conservation of Historic and Artistic Works Annual Conference. Contact: Martha Morales, AIC, Klingle Mansion, 3545 Williamsburg Lane, NW, Washington, DC 20008.

SUPPLIES AND SUPPLIERS

Museum Services Corporation, 4226 Howard Avenue, Kensington, MD 20895, telephone (301) 933-5885, offers a selection of materials, supplies, services and equipment for painting and paper conservation, and serves as the Washington-Baltimore distributor for Process Materials Corporation.

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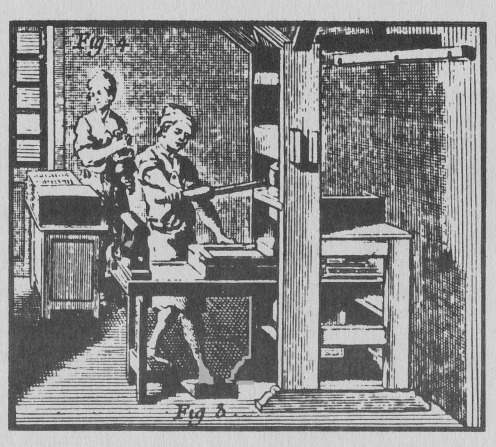
Taylor Made Company, P.O. Box 406, Lima, PA 19037, telephone (215) 566-7067, produces a variety of protective pouches and folders in polyester film.

- Susan G. Swartzburg



HISPANIC, ASIAN, BLACK AND NATIVE AMERICAN ROSTER

This roster is designed to identify Hispanic, Asian, Black and Native American archivists, curators and manuscript librarians, in order to promote their increased participation in national and regional archival meetings and activities. Completed rosters will be on file at the national office of the Society of American Archivists and made available to the executive director, officers, council members, program committees, nominating committees, journal and newsletter editors, and chairs of other committees and task forces. The SAA Task Force on Minorities is conducting this survey in response to the SAA's commitment to seek and promote the greater participation of minorities in the SAA and the profession. Please duplicate this form and circulate it to other interested individuals.

Return copies of completed forms to Thomas C. Battle, Moorland-Springarn Research Center, Howard University, Washington, DC 20059.

1. NAME

2. ADDRESS

3. TELEPHONE

4. ETHNIC AFFILIATION

5. EDUCATIONAL BACKGROUND

6. ARCHIVAL/MANUSCRIPT TRAINING

7. PRESENT POSITION AND INSTITUTIONAL AFFILIATION

8. PAPERS AND PUBLICATIONS

9. SUBJECT AREAS IN WHICH YOU ARE INTERESTED IN PARTICIPATING OR PRESENTING PAPERS AT ARCHIVAL MEETINGS

10. AREAS OF EXPERTISE

11. OTHER PROFESSIONAL ORGANIZATIONS AND ACTIVITIES

12. HOW CAN SAA BETTER SERVE YOUR NEEDS

13. OTHER REMARKS

14. INTERESTS: [ ] HOLDING OFFICE; [ ] COMMITTEE OR TASK FORCE ASSIGNMENT; [ ] CHAIRING SESSION;
[ ] PRESENTING PAPER; [ ] PANEL DISCUSSIONS; [ ] WORKSHOPS;
[ ] OTHER (describe)

15. DATE _____ SIGNATURE _____

REFERENCE SHELF

From the Graham Center Archives. Checklist 17. Edited by Janyce H. Nasgowitz. Wheaton, Illinois: Billy Graham Center, September 1983, 19 pp.

This semiannual publication of the Billy Graham Center, Wheaton College, is interesting and noteworthy. The collections listed are remarkably diverse and international in scope. The Archives is officially charged with collecting materials "...relating to the history of Christian missions and evangelism." Collection 215, for example, consists of the records of the Overseas Missionary Fellowship (China Inland Mission), US Home Council; 1853-1957. It documents the Mission's origins in North America; its influence on the Christian Church in China; the twentieth century political, military and social upheavals in the far East; and the Mission's withdrawl from China in 1951.

In the first part of the *Checklist*, newly processed collections are described in some detail. Formats, highlights, and the extent of each collection are included. Many new collections consist only of audio or video tapes of Graham's crusades. The next section covers additions to existing collections. The *Checklist* closes with a section on research in the Archives. Scholars researched women's letters from the mission field, Billy Sunday's carrer, millennialism, and Women in American Protestantism; publishers made use of pictorial records. The booklet is enhanced by facimile illustrations and quotes from tapes, letters, and sermons.

To be added to the mailing list, write to: Archives of the Billy Graham Center, Wheaton College, Wheaton, IL 60187.

- review by Katie Kirwan
SUNY-Stony Brook

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Guide to the Smithsonian Archives. Washington, DC: Smithsonian Institution Press, 1983. 431 pp. Appendixes. Index.

This is the third in a series of general guides to Smithsonian holdings. Since the last guide in 1978, record units dealing with the Institution's history and art bureaus have been listed, along with those of central administrative offices and science bureaus, broadening the scope of the *Guide*. Entries are for records prepared for general use before July 1982 (the number of entries has jumped from 404 to 572).

Not included in the *Guide* are publications, major photographic records, machine readable archives and manuscript collections gathered by the curators in several Smithsonian museums.

A section on the use of the Archives provides all necessary information on access, scope and use of the *Guide*, entry information, appendixes, and the index. Reference and reproduction services are clearly outlined.

Part I includes records of the Smithsonian Institution, including those of the National Museums of Natural History and American Art, the National Portrait Gallery, the Cooper-Hewitt, Museum, and the Astrophysical Observatory. Part II consists of Special Collections, primarily papers and records of individuals and organizations associated with the Smithsonian. The three appendixes are indexes by form (maps, drawings, photos...), discipline (entomology, museology, taxidermy...) and date spans for record units. The index has been conveniently structured like a thesaurus to indicate relationships among organizational units.

The *Guide* is easy to read and understand. Brief administrative histories and biographies (when none exists in the *Dictionary of American Biography*) round out the detailed entries. The researcher will be able to decide, on the basis of this guide, whether there is anything of value for him/her in the Archives. When there is, he or she will know how to accurately and intelligently request further information.

- review by Katie Kirwan
SUNY-Stony Brook

The Conservation Committee of the Society of Mississippi Archivists has published Conservation Leaflet No. 5 entitled *pH Testing and Deacidification*. The leaflet includes materials lists for pH testing, ink solubility testing, and deacidification. A bibliography and sources of supplies list are included. The leaflet is available at a cost of 75¢ each for six or more. Please contact the Society of Mississippi Archivists, P.O. Box 1151, Jackson, MS 39205.

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The Philadelphia Jewish Archives Center has published a description of its holdings in Philadelphia Jewish Archives Center *News*, No. 18 (September 1983) p. 5-11. Approximately 70 collections are listed with short descriptions. Personal and family papers, association and organizational records, labor materials, synagogue records, memoirs, etc. are represented in the list. Philadelphia Jewish Archives Center, Curtis Building, 625 Walnut Street, Philadelphia, PA 19106

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David J. Fowler has compiled a *Guide to Microform Holdings* at The David Library of the American Revolution. There are approximately 70 entries consisting of microfilms of personal papers, journals, muster rolls, pension applications, legal documents, Continental Congress papers, etc. Available from The David Library of the American Revolution, River Road, Box 48, Washington Crossing, PA 18977.

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Edwin C. Bridges and Richard J. Cox have published an article, "The Condition of State and Local Records in the United States" in *National Association of State Archives and Records Administrators Clearinghouse* vol. 6, no. 1 (September 1983) p. 10-12. The article provides an overview of the state of affairs in state and local government records management and archival administration, as reflected in the reports of the Historical Records Assessment and Reporting Projects that have been completed to date or are nearing completion.

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A new periodical containing news items and other informative articles concerning microcomputers is now available. The *ICPSR MicroNews* can be ordered from the Institute for Social Research, Room 4258, 426 Thompson Street, Ann Arbor, MI 48109.

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Raimund E. Goerler has compiled a short bibliography entitled "Archival Microfilming: A Select Bibliography" with references dating form 1978 through July 1983. It appears in *The Ohio Archivist*, vol. 14, no. 2 (Fall 1983), p.8.

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Information on Automated Information Reference Systems, Inc. (Archon3) is available from W. Theodore Durr, II, P.O. Box 16322, Baltimore, MD 21210.

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Mary Boccaccio and Katie Kirwan, *The Existential Archivist*. R. Baron Enterprises, 1983. Softcover, available for $5.00 from 9 Jute Road, Rocky, Point, NY 11778.

Richard C. Berner has authored *Archival Theory and Practice in the United States: A Historical Analysis*. This volume presents an analysis of the public archives and historical manuscripts traditions in collecting and establishing intellectual control. Berner also offers analysis of automated archival systems and archival education and training. The book also includes extensive appendices giving examples and the author's evaluation of data sheets, register pages, inventories and related materials, illustrating the various archival methods currently in use and their shortcomings and advantages. Examples are taken from NUCMC, NARS, Smithsonian Archives, Library of Congress, Ohio Historical Society, New England College, Washington State University, University of Washington, Portland, Oregon City Archives, and others. 240 pp. ISBN 0-295-95992-4, LC 82-48869; $35 + $1.50 postage and handling from University of Washington Press, P.O. Box 85569, Seattle, WA 98145.

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The University of Washington Libraries' University Archives and Manuscripts Division has published the second edition of its *Manual for Accessioning, Arrangement, and Description of Manuscripts and Archives* which includes new sections on the principles of inventory construction and preparation. It is issued in loose-leaf punch format so that it may be inserted in ring binders for use at work stations. 101 pp., $10 ppd., from University of Washington Libraries, Publications Officer, M171 Suzzalo FM-25, Seattle, Washington 98195.

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Mary Lynn Ritzenthaler has authored *Archives and Manuscripts: Conservation. A Manual on Physical Care and Management*. This volume addresses problems and issues in archival conservation and offers solutions to assist archivists in caring for their collections from a sound conservation perspective. It emphasizes the need to consider conservation as an integral part of existing archival and curatorial functions. Topics covered are conservation philosophy; nature of archival materials; causes of deterioration; creating a suitable environment; storage of archival materials; integrating conservation and archival administration; and conservation treatments. The manual is extensively illustrated with photographs and drawings, and also contains a bibliography and glossary of terms. 144 pp., paper; $7 to SAA members, $9 to others. Society of American Archivists, 600 South Federal, Chicago, IL 60605.

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The *Bowker/Bantam 1984 Complete Sourcebook of Personal Computing* is a comprehensive single-source reference guide to information on personal computers. It is intended for people who are considering purchasing or have just bought a personal computer and want to use it to maximum effect. Specific listings include personal computers, hardware products, software programs, books and magazines, and clubs and user groups. Also included are a complete computer term glossary, worksheets and checklists, lists of companies, and an introduction giving an overview of the computer field today. 660 pp., $18.95 paper (ISBN 0-553-34086-7); $24.95 hardcover (ISBN 0-553-05055-9). Available from Bantam Books, 666 Fifth Avenue, New York, NY 10103.

Homer Calkin, retired State Department Archivist, has published the first survey from his worldwide search for Methodist-related collections. As his research continues, Calkin notes that 350 potential places of deposit have been pinpointed in the Northeast alone. For further information, please contact him at 3830 Columbia Pike, Arlington, VA 22204; telephone (703) 920-4910.

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The Temple University Libraries' Urban Archives has published a brief checklist of its major manuscript collections in its *Urban Archives Notes* no. 25 (September 1983) pp. 6-10. The checklist is arranged by subject under the following topics: Black community organizations, economic development, community organizations, crime and the legal system, education, housing, immigrant/ethnic communities, labor, planning, politics, social services, and women's studies. Temple University Libraries Urban Archives, Philadelphia, PA 19122; telephone (215) 787-8257.

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1983 Archival Manual - A new eighty-eight page book which includes archival terms, archival forms, Code of Ethics of Archivists, Policies and Procedures, adaptable schemas (alphabetical and record group listings) and much more valuable information. Compiled by Brother Denis Sennett, S.A., Archivist. Available from Friars of the Atonement, Graymoor, Garrison, NY 10524. $9.95 includes handling and mailing.

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UNESCO Technical Reports:

RP/1979-80/5/10.1/03 Carmen Crespo, *Development of a Regional Demonstration and Training Centre at the School for Archivists, University of Cordoba.* (Argentina) Paris, 1981.

This report details the development of courses for restorers and technicians in reprography and includes floor plans for a renovated work area.

RP/1979-80/5/10.1/03 Artel Ricks, *RAMP pilot project for the establishment of a regional archives and records centre.* (Republic of the Philippines) Paris, 1981.

This report includes recommendations for the planning and initiation of the project, proposed modifications, information on a temporary facility, equipment, centre operations and various suggested procedures to be implemented. Building requirements are discussed as are organization and staffing.

UNESCO, General Information Programme and UNISIST:

PGI-82/WS/8 White, Brenda, compiler. *Directory of audio-visual materials for use in records management and archives administration training.* Paris, May, 1982.

This source includes directories and source books, catalogs of av manufacturers, library suppliers, educational organizations and journals. It is a world-wide directory based on a questionnaire. Information for entries includes title, publisher and address, distributor, form, country of origin, language, year of production, running time, dimension/number of frames, color/b&w, supplemental material, price, availability restrictions on access/use/reproduction, subject descriptors, summary of contents, reviewed, existing users.

PGI-83/WS/6 Evans, Frank B. And Eric Ketelaar, *A Guide for Surveying Archival and Records Management Systems and Services: a RAMP Study.* Paris, 1983.

This guide comes from that part of the RAMP program which is to "promote and disseminate methods, norms and standards for information handling." In 1977, Unesco organized two Working Groups under contract with the International Council on Archives to prepare a draft statistical model and to begin work on a multilingual international glossary of archival terminology. This guide makes available recent revisions of both documents. The survey questionnaire is extremely thorough. Measurements are given in linear meters and conversions are given for cubic and linear feet. A short bibliography of related RAMP documents is also included.

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PEOPLE

DAVID FOWLER has been appointed Research Associate at the David Library of the American Revolution in Washington's Crossing, PA.

MARJORIE CIARIANTE, who served as the first archivist of the Department of the Navy Laboratories, has left that post for a new position with NARS. CAROLE NOWICKE has been appointed as the new archivist for the Navy Lab. Ms. Nowicke was previously employed at the Henry Ford Museum in Dearborne, Michigan, and the Marine Corps Historical Center in Washington, DC.

On October 1, 1983, RAY SMOCK became Director of the Office for the Bicentennial of the US House of Representatives. The successful passage of a House Resolution in December, 1982, established this office and specified that a professional historian should be employed to head it. Smock served as a co-editor of the Booker T. Washeington Papers, founded a firm that develops scholarly educational resources, is completing with two partners a project to publish a manuscript guide to the papers in the presidential libraries, and is the president of the Association for Documentary Editing.

DALE FOSTER has been appointed as archivist/records manager at George Mason University in Fairfax, VA. He is a graduate of the History/Library Science (HILS) program at the University of Maryland and has held positions with the National Archives and the National Endowment for the Humanities. His current position is in the Special Collections Department which holds the records of the Federal Theatre Project on deposit from the Library of Congress as well as several other significant collections relating to Northern Virginia and George Mason University.

STATE AND LOCAL NEWS

DELAWARE

The Delaware Bureau of Archives and Records Management is completing a draft of a new state records schedule. The schedule will then be reviewed by the State Records Advisory Committee. As a result of a special study of court records, conducted by the National Center for State Courts, the Bureau has begun revision of court records schedules. Also, the state records center operations are being automated, using a system developed by records management consultant William Saffady.

DISTRICT OF COLUMBIA

D.C. ARCHIVISTS' CALENDAR

The D.C. Archivists have announced the following 1984 meetings:

January 25 or 26 (time, place TBA)
Public Guides
Kathy Jacob, Senate Historical Office
Sandra Tinkham, Chadwyke Healey

February 22 or 23 (2:30-4:30 pm, American Institute of Architects)
Tour and Talk, American Institute of Architects
Sherry Birke, Curator
Tony Wrenn, Archivist

March 22 (4-6 pm, George Mason University)
Federal Theatre Project Records
Lorraine Brown, Administrator, Institute for the Federal Theatre Project and New Deal Culture

April 18 (4-6 pm, University of Maryland)
Tour and Talk, University of Maryland Archives
Donald Farren, Associate Director, Special Collections

May 16 (4-6 pm, AFL-CIO Archives
Tour and Talk, AFL-CIO Archives
Katie Vogel, Archivist
Tom Connors, Archivist

June 20 (5-7 pm, National Museum of American History)
Tour and Talk, Archives Center and Tribal Archives Slide Show
John Fleckner, Archivist

NASA APPRAISAL PROJECT

NARS and NASA have launched a joint effort to develop appraisal criteria for the research and development records produced at the space agency's Goddard Space Flight Center located in Greenbelt, MD. Archivists will work closely with Goddard liason officials in analyzing the various textual, audiovisual, and machine-readable documentation produced by a number of projects, and in interviewing the scientists and engineers who created the records. The appraisal criteria will distinguish between archival and temporary records and provide guidelines for the transfer of historical materials to the Archives.

NEW JERSEY

UNITED METHODIST CHURCH ARCHIVES AND HISTORY CENTER

On September 27, 1983, MARAC's New Jersey Caucus met at the Archives and History Center of the United Methodist Church at Drew University, Madison, NJ. Caucus members toured the museum, library, archives, and administrative offices of this magnificent new facility which opened in October, 1982. The Center houses a large collection of books, documents, records, photographs, and artifacts relating to United Methodist history. The building features a sophisticated security and fire protection system. Technical facilities include microfilming and deacidification laboratories and a 100-cubic-foot Vacudyne fumigator and dryer.

Organized in 1968, the General Commission on Archives and History is one of the thirteen general agencies of the United Methodist Church. Its purpose is "to gather, preserve, hold title to, and disseminate materials on the history of the United Methodist Church and its antecedents." The library and archives contain the most comprehensive collection of Methodist materials in existence. The holdings are rich in books, pamphlets, and manuscripts of John Wesley and his associates in the evangelical revival of the 18th century. The collection is particularly strong in the documents of early American Methodist, Evangelical and United Brethren Churches. The library also contains important holdings of materials relating to women and ethnic minorities.

LIVINGSTON PAPERS AWARDED GRANTS

The National Endowment for the Humanities has awarded the New Jersey Historical Commission a three-year grant of $87,000 for editorial work on the papers of William Livingston, and the National Historical Publications and Records Commission has given the project a $15,000 grant for the current year.

Begun in 1974, the five-volume edition of the papers of the state's first governor covers his years in New Jersey, from 1774 to his death in 1790. The first two volumes were published in 1979 and 1980. Publication of volume three is expected in 1984. In addition, the entire collection of documents is being microfilmed.

The project is located at New York University, where the editor, Carl. E. Prince, is chairman of the history department. The project has received annual financial assistance from NHPRC, as well as institutional support from NYU. In the past it has also had support from the NEH and the New Jersey American Revolution Bicentennial Celebration Commission.

NEW YORK

STATE ARCHIVES INFORMATION SYSTEMS STUDY

A *Report on State Archives Information Systems* was recently completed by a study team comprised of staff from the New York State Archives and the State Education Department's Bureau of Administrative Analysis.

continued on page 22

The team analyzed the Archives' existing information control systems and identified problems with the manual filing and information system. These include fragmentation of data into many separate but redundant files, difficulty in locating information to respond to researcher requests, and difficulty in maintaining and retrieving information for administrative, reporting, and planning purposes. The report concluded that a manual system is not effective on the scale required by the Archives. It recommends development of an automated system to provide a common database of information accessible from a variety of access points, and for a variety of purposes. The automated system would maintain a single "master file" containing all information about a records series - including not only standard descriptive data but also information about records management and appraisal actions, arrangement, description, preservation, and other processing needs, and use by researchers. The report recommended testing the feasibility of adapting an existing software program known as the Integrated Library System (ILS) for use in the Archives. ILS, developed at the National Library of Medicine, can operate on minicomputer equipment and is now being tested by the Archives. Copies of the information systems report are available from the Archives. For further information, please contact Larry Hackman at the New York State Archives, Albany, NY 12230; telephone (518) 474-8037.

PENNSYLVANIA

PHILADELPHIA JEWISH ARCHIVES CENTER ACQUISITIONS

Since last summer the Philadelphia Jewish Archives Center has received records of Orthodox synagogues, once located in South Philadelphia, which have hitherto been very difficult to track down and to obtain. South Philadelphia was once the heart of Russian Jewish immigrant life. Synagogues were there in abundance - almost one on every block - often established by a group of people who emigrated from a particular shtetl in Eastern Europe. The people began leaving South Philadelphia, slowly before World War II, and more rapidly after, and synagogues too began to close. Today there are less than a handful still functioning in that community. Most of the records received were from a man still living there.

Congregation Ateres Israel was originally formed by immigrants from Brohin and Cholmetch, Eastern Europe. The records, 1907-79, are impressive because of two hand-painted and beautifully hand-lettered Pinkasim (record books), in Hebrew and Yiddish. (Pinkasim date back to the Middle Ages, and were used by autonomous Jewish communities to record their activities.) The first, 1907, lists the by-laws of the Congregation, the names of founding members, and officers. The second book, 1911, contains the by-laws and lists of members of the Chevra Tehillim (group that met to study the Psalms), and who also comprised the Gemilut Hasadim. Gemilut Hasadim literally means "the bestowal of loving kindness," and in this instance the group's purpose was to visit the sick and to attend the dead to the grave. What is interesting, too, is that women were admitted and allowed the same rights and privileges as the men. Also included are cemetery records and correspondence, ca. 1966-72; general correspondence, 1971-72; financial records, 1939-1979; and a Ladies Auxiliary minute book, 1945-52, in Yiddish and English.

One item has been received of the Kolker Synagogue, formerly located at 1926 South 5th Street - a Ladies Auxiliary minute book, ca. 1940-72, which also includes a record of ticket purchases and monies collected. Congregation Poale Zedek Sharith Israel Records consist of hand-lettered Yahrzeit Lists (dates of death of the membership and their families so that memorial prayers may be said), and a photograph of the 50th Anniversary Banquet, 1959.

Congregation Anshe Sodo Lovon Records, 1939-78, were donated to the PJAC before the Congregation closed in July, 1983. The records consist of membership ledgers and minute books of the Chevra Mishnoyous, 1942-66, a group that met to study Mishnah, a constituent part of the Talmud. Congregational records consist of Aliyah contributions, n.d., Kaddish and Yahrzeit books, general correspondence, 1952-72; correspondence pertaining to memorial plaques, 1952-76; financial records, 1946-78, which include a donation and dues book, and a ledger; a High Holiday ticket book, 1957-70; and a Protocal (minute) book, 1946-66. Also included are correspondence, 1953-56; a ledger, 1946-69; and a minute book, 1956-68, of the Ladies Auxiliary. The records are in Hebrew, Yiddish and some English.

The special value of these records lies in the fact that they are part of the history of a once flourishing and vital Jewish community, of which very little documentation remains. For further information, please contact Lily G. Schwartz, Philadelphia Jewish Archives Center, Curtis Building, 625 Walnut Street, Philadelphia, PA 19106. Telephone (215) 923-2729.

ARCHIVES CONVERTS NITRATE FILM

The Pennsylvania Division of Archives and Manuscripts has converted four nitrate silent motion picture films into safety negatives and new prints. The films document the activities of the Pennsylvania State Police Academy and the State Civilian Conservation Corps. In each case, the Archives was able to obtain a matching grant from the parent state agency to underwrite the project. A fifth nitrate film, dealing with the inauguration of Governor John S. Fisher in 1927, is being converted under a matching grant from a private source.

EMPLOYMENT OPPORTUNITIES

ARCHIVIST, Museum of Fine Arts, Houston.
To establish an archival program at the Museum of Fine Arts. Major responsibilities include organizing and preserving the MFA,H records, preparing and maintaining finding aids, hiring and training an assistant, developing a records retention schedule for each MFA,H department, finding and acquiring missing MFA,H records. Qualifications: Advanced degree in the humanities, preferable history or library science, and archival training required. Three years of professional archival experience preferred. Samples of previous work will be required. Salary: $21,000, plus benefits. MFA,H is an Equal Opportunity Affirmative Action Employer. Position available March 1, 1984. Application deadline, February 1, 1984. Send resumes to Personnel Office, Museum of Fine Arts, P.O. Box 6826, Houston, TX 77265.

PENNSYLVANIA AND NEW YORK CENTRAL RAILROADS HISTORICAL RECORDS PROJECT

The Eleutherian Mills Historical Library, New Jersey State Archives, New York Public Library, Pennsylvania State Archives, Temple University's Urban Archives, University of Michigan's Bentley Library and the University of Pittsburgh's Archives of Industrial Society have received a two-year NHPRC grant to appraise and distribute the records of the Pennsylvania and New York Central Railroads. This Philadelphia-based project seeks to fill three positions:

APPRAISAL ARCHIVIST. Under the supervision of the project steering committee, assumes primary staff responsibility for evaluating the 360,000 cubic foot collection of railroad archives. The Appraisal Archivist will then, in consultation with representatives of the seven repositories working on the project, make decisions about retention, destruction and sampling of records, and directly supervise the implementation of decisions in these areas. The Appraisal Archivist will develop techniques, methodologies and procedures for implementing the various phases and activities of the program, as well as supervising the personnel listed below. Qualifications are an M.A. in American history with some formal training in archival management, and three years experience, one of which should be in appraisal work. Salary $20,000 plus fringe benefits.

ASSISTANT APPRAISAL ARCHIVIST. Assists in all phases of the appraisal process. Assumes primary responsibility for surveying records in remote storage areas in various cities throughout the northeast and midwest, and for sampling repetitive case files according to standard archival principles. Qualifications are a Master's degree in either American history or library science, with some formal training in archival management, and one year experience preferably working on large industrial collections. Salary $16,000 plus fringe benefits.

STACK ASSISTANT. Responsible for retrieving material from warehouse stacks for Appraisal and Assistant Appraisal Archivists. Other work assignments will include opening packages, labeling boxes and compiling contents descriptions. Qualifications are B.A. in American history or related field, ability to lift 50 pounds. Salary $12,000 plus fringe benefits.

To apply send letter and resume to Personnel Officer, Eleutherian Mills Historical Library, P.O. Box 3630, Wilmington, DE 19807.

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